

REQUEST FOR ADVISORY OPINION
CITY OF READING CHARTER BOARD



Please Submit
completed forms to:
Charter Board
P.O. Box 12149
Reading, PA 19612

INSTRUCTIONS – Please follow instructions on page two of this document.

1. Name of person requesting advisory opinion:

Name: _____
Address (work): _____

Phone: Work () _____

2. Public office in the City of Reading which you presently hold: _____

—OR—

Present position of employment in City of Reading government: _____

Note: You must be either a public official in the City of Reading or a current City employee to request an advisory opinion of the Charter Board.

3. List the specific Section(s) of the City of Reading Charter or Administrative Code about which you are seeking guidance or clarification. (i.e., Charter Section 401(b))

4. In question form, state the precise legal issue about which you are seeking guidance or clarification. Make reference to the specific Charter or Administrative Code Section listed above in item 3. (i.e., Does a candidate for Managing Director with a Master's degree in civil engineering plus eight years experience as a facilities manager at a college of 4000 students meet the minimum qualifications requirements of Charter Section 401(b)?)

5. Sworn to and subscribed before me this
_____ day of _____, 20__

I swear or affirm, under penalty of perjury,
that the facts set forth in this request for an
advisory opinion are true and correct to the
best of my knowledge information and
belief.

(Notary Public)

My Commission expires:

(Signature of Requestor)

Date: _____

NOTES AND INSTRUCTIONS

General: A request for an advisory opinion seeks legal guidance on specific Charter or Administrative Code issues, but does not allege that a violation has occurred. Advisory opinions are non-binding, and have as their object the prevention of Charter and Administrative Code violation before they occur.

Advisory opinions may only be requested by public officials of the City of Reading or current City employees, or by a majority of the Charter Board itself.

If the Charter Board chooses to render an advisory opinion on this issue, it will do so within 30 days of the receipt of the written request.

Instructions for Request for Advisory Opinion Form

1. Complete all sections of the request form. Incomplete forms will not be processed.
2. Sign the form and have a notary sign, date, affix seal, and note the date their Commission expires.